



Office of the City Clerk

Weekly Report – for Week Ending February 20, 2015

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	4/2
Number of Notices/Publications	19
Number of Contracts Attested	32
Number of Council Files Created	51
Number of Claims Received	159
Number of Referrals	42
Number of Council Meetings	3
Number of Committee Meetings	6

Electronic Claim for Damages form - Of the 159 claims received this week, 31 were entered electronically through the new site by the claimant. The remaining were mailed-in claims entered into the system by City Clerk staff. An online survey is being developed to collect feedback from the public for system enhancement and improvement purposes.

City Primary/General 2015 Elections:

Poll Worker Recruitment - Staff has recruited 4,646 poll workers out of 6,024 representing 77.1 percent of the overall recruitment goal. Student placement is at 1,431 of 2,542 or 56 percent.

Poll Worker Training - To date, 194 of 375 training sessions or 52 percent have been held throughout the City. As of this week, 1,894 poll workers have been trained representing 38.4 percent of the 7,000 poll worker goal.

Write-In Candidate Filing - Write-In filing began on January 5, 2015 and ended on February 17, 2015. Seven people have qualified to become write-in candidates.

In Person Voting - The City Clerk's Office has in person voting available in two locations. In person voting at the Election Division began on February 2, 2015 and as of February 18, four voters have requested a ballot. In person voting will also be available at City Hall, Room 395 beginning February 23, 2015. The last day for in person voting in the City Clerk's Office is March 2, 2015.

Vote-By-Mail (VBM) - To date, a total of 721,030 VBM ballots have been issued and 47,208 voted VBM ballots have been received.

Polling Place Supplies - On February 19, all polling place supplies were assembled, compiled, and loaded onto 56 rental trucks. On February 21 (Supply Pick-Up Day [SPUD]), these trucks will be deployed to 37 satellite sites (referred to as collection depots) for poll workers to pick up their polling place supplies at a location close to their home.

Voter Outreach - The "L.A. City Votes!" Voter Outreach and Education Campaign (Campaign) continued this week. Staff attended 29 outreach events and recruited 251 poll workers. Of the 251 poll workers recruited, 116 were bilingual in one of the 11 federally- and City-mandated languages. Staff registered 114 people to vote. Cumulatively, staff has attended 153 events, recruited 867 poll workers (53 percent of which are bilingual), and registered 326 people to vote.

The Campaign wrapped up a two-day voter registration and education blitz held on February 10 and 11, 2015 across all nine Los Angeles Community Colleges. The event resulted in 95 new voter registrations, 242 recruited poll workers, 223 inspector reservists/troubleshooters, and nine voter education presentations.

TOP ITEMS

- **4,646 Poll Workers Recruited**
- **1,894 Poll Workers Trained**
- **Polling Place Supplies ready for Supply Pickup Day (SPUD) to be held on Feb. 21**
- **Staff to attend Neighborhood Empowerment town hall regarding NC elections on Feb. 21**



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To bring attention to the voter registration deadline for the March 3, 2015 Primary Nominating Election, bilingual outreach staff appeared before the City Council on February 17. Each of the 11 staff made a reminder announcement in their non-English language.

Ten (10) Precinct Ballot Reader machines were selected randomly to conduct a 0.5% logic test of the 1950 machines to be used on Election Day. This is a quality assurance procedure that put in place by the department. All machines passed the tests.

The initial Logic and Accuracy testing of the Tally system was conducted and completed. The second Logic and Accuracy test for the Audit team is scheduled for February 26th.

The March 3rd nominating election supporting information and documents have been sent to the Secretary of State (SOS) as part of the administrative approval for using the blended Votec/InkaVote Plus tally voting system.

Neighborhood and Business Improvement Districts:

On February 17, 2017, Council held the public hearing for the renewal of the Village at Sherman Oaks Business Improvement District and adopted the Ordinance of Establishment on February 18, 2017.

Arts District Refund: Two hundred and ten affidavits were returned and can be processed; others are pending.

Records Storage RFP - Contract negotiations with the recommended vendor are in progress. An extension to the existing contract is drafted to enable departments to continue to pay the current vendor during the transition to the new vendor. A motion was introduced in Council for the contract extension with the existing vendor.

Microfilm Conversion of City Council Minutes - Ten reels of microfilm were converted to a digital format this week. The City Council Minutes are now available on line back to November of 1921.

Records Destruction - Lists were prepared and provided to four departments of over 4,400 boxes of records in the City Records Center that are eligible for destruction. We are in the process of notifying all departments.

Research - The City Archives researched the history of the naming of the community around Sawtelle Blvd. in West Los Angeles in response to a community naming application. Historians researched the history of the City of Venice prior to its consolidation with the City of Los Angeles. A historian and lecturer researched the history of French immigration to Los Angeles in the 19th century.

Mayor Tom Bradley Impossible Dream Documentary - Archivist Michael Holland was acknowledged and thanked for his research and assistance with archived photos at a special screening of the documentary in the Tom Bradley Tower on February 17, 2015. The City Clerk was also in attendance.

Fiscal - Staff prepared and submitted the monthly financial status report to the CAO; provided reconciliations and account balances for several Council Office Trust Funds; executed and transmitted the FY 13-14 Certification of Full Disclosure to the Office of the Controller; and updated the monthly ClerkStat report.

AB1290/Council - Staff closed out three (3) AB 1290 contracts; has one (1) new contract in process; has four (4) contract closeouts in process; and processed one (1) request for payment.

General City Purposes - Staff received 14 GCP allocation requests, processed 14 invoices for payment, and executed two (2) contracts.

Personnel - Staff conducted one (1) new employee orientation; conducted Workplace Violence Prevention Training for a Council Office; coordinated a response to a CPRA request for salary information for City Clerk, Council and the Mayor's Office; and finalized the request for an emergency appointment for one (1) Legislative Assistant position.